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TC/PC Exists to Facilitate and Encourage the Cooperative Exchange of PC Knowledge and Information Across All Levels of Experience

## January 2017

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# General Meeting Tuesday, Jan. 10, 2017 7:00 PM

# **Device PitStop** A Unique Computer Repair Shop Presenter: Jeff Kiffin & Team

#### Location: Summit Place 8505 Flying Cloud Drive Eden Prairie, MN 55344

Device PitStop is a computer repair shop just 10-15 minutes from Summit Place. The owner, Jeff Kiffin or the head of his repair team will aive us an overview of the services and products his store offers and tell us some "war stories" and answer your questions at Tuesday's meeting. Not only is their store a place to have your computer or phone repaired but they are unique in that they also sell refurbished computers (currently, an inventory of 100 or so-Windows PCs, Macs, servers, etc.) and they also purchase computers and parts that can be re-sold. Coming up soon they will be offering a DIY program to help you build your own gaming computer, providing parts and guidance and even one-to-one help from one of their repair team. This seemed a perfect company that we should learn about and support. Let your friends know so we can have a good turnout.

TC/PC is a Member of



**24-Hour Information** • <u>www.tcpc.com</u> Application form inside back cover

## The Digital Viking

The Digital Viking is the official monthly publication of the Twin Cities PC User Group, a 501(c)(3)organization and an all-volunteer organization dedicated to users of IBM-compatible computers. Subscriptions are included in membership. We welcome articles and reviews from members. The Digital Viking is a copyrighted publication and reproduction of any material is expressly prohibited without permission. Exception: other User Groups may use material if unaltered and credited.

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Deadline for ad placement is the 1<sup>st</sup> of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: Twin Cities PC User Group

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Meets once or twice per year. All members welcome to attend. Visit www.tcpc.com for meeting details.

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### TC/PC Member Benefits

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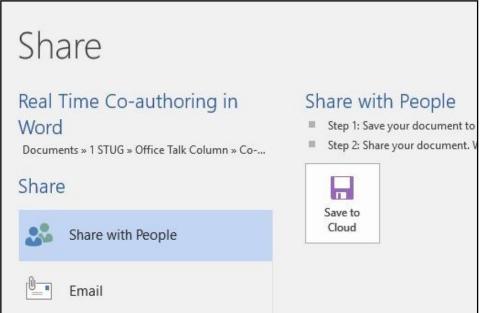
**Jeannine Sloan** 

#### **Co-Author Word 2016 Documents in Real Time** By Nancy DeMarte, 1st Vice President, Sarasota Technology User Group, FL November 2016 issue, Sarasota Technology Monitor, <u>www.thestug.org</u>, ndemarte (at) verizon.net

Sometimes we need to get another person's input on a document while we're composing it. In the past, we had to email versions of documents back and forth, with markups and comments. Office 2013 introduced a system where two users could see the same document on their screens at the same time, and both could make changes, although the changes weren't visible to the other person until they were saved. Office 2016 has upgraded and simplified this process. Now two or more users can edit the same document at the same time from different locations, and both can see changes being made as they occur. This is called "real time co-authoring." It isn't difficult at all. And it works with Word documents, Power Point presentations, and Excel workbooks. I'll use Word 2016 in Windows 10 to explain the steps:

1. Be sure you have OneDrive active on your computer, which might involve signing in to your Microsoft account. This free cloud location, which is built into recent Office versions, is where you can store documents and access them from anywhere over the Internet.

2. Create a folder in OneDrive just for the purpose of coauthoring, and give it a name, like Share or Co-Author. Then save your



document to this folder by clicking the File tab – Share – Share with People - Save to Cloud. (Fig. 1) Navigate to your One Drive's Co-Author folder and click Save.

3. Now you are ready to invite a person or team to join you to edit your document. Click the Share icon on the right end of the ribbon. (Fig. 2) In the 'Invite people' box, enter one more email addresses or



names to access your Contacts list. Leave 'Can edit' as the choice and add a short message, if desired.

4. Then choose a sharing method from those at the bottom of the Share pane. I prefer to use "Get a Sharing link" (Fig. 3) because my co-author will find his document opening either in his version of Word

Send as attachment Get a sharing link Publish to Docs.com or in Word Online if he doesn't have Word 2010 or later on his computer. Word Online offers fewer editing options, but it works well for most editing tasks and can be used even by people who don't have Word at all.

Click "Create an edit link," (Fig. 4) then highlight the link that appears, and click Copy. Close the Sharing pane, open a new email message, paste the link into it, and send it to your co-author(s). Anyone who gets this link will be able to edit your document.

5. Your editing partner has a choice of whether to let you see his changes as they are being made. To do this, he

must click the File tab – Options – General and, in the Real Time Collaboration section, click Always in the drop down

menu. This option can be changed at any time. If he has chosen not to let you see changes in real time, you can only see them when he saves the document. During the editing process, colored flags appear in the spot each editor is working. Alerts appear

when an editor arrives or leaves. Co-editors can communicate with each other during editing by clicking Comments in the ribbon at the top of the page to chat.

The best way to learn this process is to experiment. Ask a friend to be your test co-

author and go through the steps. As usual, practice, if done properly, makes perfect.

## A Bit of This - A Byte of That

#### By Greg Skalka, President, Under the Hood Computer User Group, CA October 2016 issue, Drive Light, <u>www.uchug.org</u>, president (at) uchug.org

Though it is our "Lite" edition this month, I feel I should still put a few of my thoughts down for the benefit of our readers. I usually have a few ideas or tech concerns that probably would be of interest to our members, but can't be developed into a full column (at least without some unreasonable padding).

Updates seem to be a constant pain for me. October is National Cyber Security Awareness Month, and one important security tip to protect yourself from cyber threats is to make sure your OS and applications are kept updated. With programs, browsers and operating systems all needing occasional security updates, it is often difficult to keep up. Depending on update settings in the program or OS, it is also sometimes not easy to know when new updates are available. Some software vendors make the update process easy, while for others it is a chore.

Another problem is that I have so many devices that require updates. I currently have two laptops (Win7), four desktop PCs (two Win7, one Win10 and one remaining XP, which is not connected to my home network, so it does not get updated any more), a Chromebook, a Chromebit, an iPad Mini



Figure 4 – Create an edit link dialog box

Share

×



and two Android tablets. My wife has an iPhone, but its maintenance is her problem. Additionally, I have a number of other tech devices that need periodic software/firmware updates, including smart TVs and GPS receivers. In reality, almost any device that can connect to a computer or the Internet has the potential for an update. How does one keep up with it all?

I also probably make life a bit harder for myself by avoiding the automatic update settings in Windows. I don't fully trust Microsoft to hold my best interests above theirs, so I subscribe to Ronald Reagan's policy of "trust but verify." I allow Microsoft to inform me of critical updates, but I choose when (and if) they are installed. I do want to keep my OS and Office programs updated, but don't want to be held up while waiting for an update to complete. If I'm in a hurry to turn off my laptop (like I'm getting ready to board an airplane) and I get the message "Updates in progress, do not shut down your computer," I'd be very unhappy. I also may not want every update Microsoft wants to force on me (like Windows 10). I try to check for Microsoft updates once a week, when I perform weekly computer maintenance on my regularly-used computers.

I have noticed a problem with computers that don't get used often, like my wife's laptop. When there are a lot of accumulated updates to install (like more than a dozen), the process can take forever (like days). The best solution I've found so far is to select only a portion of the recommended updates (like 6-10) to install at a time; it seems to be able to choke down updates in smaller batches more easily.

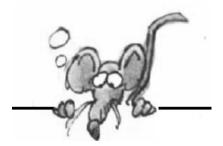
Even though Microsoft's free Win10 update period has ended, apps on my computers are still checking to see if I've upgraded (that pesky GWX, or Get Windows 10, ConfigManager), and Win10 is still listed as an update for my wife's computer. I need to stop this waste of my computer resources, and get rid of these apps and the downloaded but not installed Win10 update on my wife's PC. I recently subscribed to the "Ask Leo!" computer newsletter (askleo.com); a recent issue described how to do this. If only I could find the time.

I have been happy with the update process for the Chrome OS. Google does not offer any options; when an update is available, it is automatically downloaded and installed the next time you boot. I have noticed the little up-arrow symbol (looks like a little house to me) in the system tray that indicates an update is ready for installation. I've never noticed any additional boot time for the update, nor seen my user experience change. I believe updates for the Chrome browser are handled in the same way.

This type of forced update does potentially put your system at risk, as there does not appear to be a way to roll back a malfunctioning update. At least Microsoft sets a restore point.

It is my understanding that Windows 10 also applies updates unconditionally, but I have not been running it long enough to have seen this. I have read horror stories of Win10 users having their computers reboot during critical work presentations due to this automatic update "feature." Not something I'd want to endure as a business computer user.

I guess the only way to avoid failed updates (other than not updating) is to have multiple computing devices with different operating systems (massive redundancy). I kind of have that, but then I must accept that performing the update process will be a long one.





**By Jeannine Sloan** 

## 4 Windows Command Prompt Tricks

Fix your internet; examine your system's energy use, and more. PCWorld article tell you how: http://tinyurl.com/zarhsle

## Wearable Device Helps Designer Who Has Parkinson's Disease

Graphic designer Emma Lawton was diagnosed with Parkinson's disease three years ago at the age of 29. Now, with the help of a BBC project and Haiyan Zhang, Microsoft Research Cambridge's innovation director, she's been able to use a wearable device to reclaim her lifelong passion for drawing and sketching.

http://www.digitaltrends.com/computing/microsoft-research-parkinsons-disease-emma/

## Photos App Update for Windows 10

Do you use a photo editor? If you have Windows 10 Microsoft's Photos app has been updated with added features. Check it out: https://www.youtube.com/watch? v=Jkqa4EmYcQY

### What is a "Recovery Disk"?

It's not an image of your entire OS installation, or a full system backup. According to Microsoft, a usercreated recovery

disk for Windows 10 includes a bootable recovery environment along with the following:

Windows Component Store

Installed drivers

Backup of preinstalled Windows apps

Provisioning packages containing preinstalled customizations (under

C:\Recovery\Customizations)

Push-button Reset configuration XML and scripts (under C:\Recovery\OEM) All this disk will allow you to do is fix a broken installation of Windows, either by repairing boot files or performing a reset of the OS itself, should it be unbootable. It does not include any of your data files, so you should always have a backup. This is also another situation where keeping your data files on a separate partition from the OS will come in handy. http://www.pcworld.com/article/3118241

## **Coober Pedy**

The town of Coober Pedy doesn't look like much—a smattering of buildings and mounds of dust surrounded by a scorched desert divided by the Stuart Highway. The name comes from the indigenous phrase for "white man in hole," which is apt, because more than half of the 35,000 residents live underground. Homes, restaurants, even the church lie beneath the surface.

https://www.wired.com/2016/12/tamara-merino-coober-pedy-explore-underground-mining-townaustralian-outback/

## Hack Your Life

This article contains hints that can change your life in many ways; including how to interact with vegetables, breakfast, and electronic devices. http://tinyurl.com/hoxgzms

## Tips To Help Keep Your Cell Phone Working At Its Best

Want to keep your phone working as well as it can—and should? We'll bet at least one of these tips from our experts will surprise you. Read the linked article to get details.

- 1. Weak signals kill your battery
- 2. Smart phones need a fresh (re)start.
- 3. Smart phones get slower with age.
- 4. Video kills your data allowance.
- 5. Skip screen protectors.
- 6. A weak case for cases.
- 7. Phone camera zoom lenses really aren't.
- 8. Think twice about insurance and extended warranties.
- 9. Prepaid carriers are great place for smart phones.

#### 10. Haggling works.

http://www.consumerreports.org/cro/news/2012/12/10-tips-to-help-keep-your-cell-phone-working-at-its-best/index.htm

### Digital Forensics: The Smart Person's Guide

This comprehensive guide covers everything you need to know about digital forensics, the science of recovering data from computers, networks, mobile phones, and IoT devices. Digital forensics is the application of scientific tests related to crime detection. This type of forensics is a documentation and analytical method of recovering data from physical media, such as PCs, servers, mobile phones, and IoT devices. But, how do they do it? Read this article to learn what's needed: http://www.techrepublic.com/article/digital-forensicsthe-smart-persons-guide/#ftag=RSS56d97e7

## Governments and Nation States Training for Cyberwarfare

An inside look (PDF download). Europe, Canada, USA, Australia, and others are now running training exercises to prepare for the outbreak of cyberwar. Locked Shields is the largest simulation and TechRepublic takes you inside. Read this report and others. <u>http://tinyurl.com/hwbc8g7</u> (Free TechRepublic membership required.)

### Remove Pesky Malware from Your Pc with Windows Defender Offline

Some malware is really good at hiding itself. You can thwart those malicious plans by running Windows Defender in offline mode. Read an illustrated tutorial here: http://www.techrepublic.com/article/how-to-remove-pesky-malware-from-your-pc-with-windows-defender-offline/

Additional actions: Clear the cache and cookies, Look for the RAM hogs, Uninstall programs and apps, and DEFCON 5: Reinstall the OS are options. Go to http://tinyurl.com/zkv5cqn to read the TechRepublic article describing these measures on either a PC or a MAC.

## **Online PDF Editing Tools**

Let me introduce you to iLovePDF that brings to you a set of online tools that lets you merge, split, compress, unlock, watermark, rotate PDF files and convert PDF to Word, PowerPoint, Excel, JPG files instantly on a go. The review:

http://tinyurl.com/zur95yy The site: http://www.ilovepdf.com/

# Who Invented It?

Although we generally associate technological advancements with the companies that successfully commercialize them, there are often underappreciated bodies toiling away behind the curtain. In many cases over the last 40 years, Xerox Palo Alto Research Center (today PARC) has been that hidden player, inventing many of today's ubiquitous technologies or refining them from abstract concepts.

http://www.techspot.com/guides/477-xerox-parc-tech-contributions/

## Amazon Will Pay Postage

Thanks to a partnership between Amazon (AMZN) and Goodwill Industries, it's easier to donate to the charity.

http://www.usatoday.com/story/money/nation-now/2016/12/25/amazon-goodwill-charitydonations/95814428/

## Speed Up Your Web Browsing With Keyboard Shortcuts

Memorizing a list of keyboard commands can be just as painful as repeatedly shifting your hands from your keyboard to your mouse and back again. So what's a smart PC user to do? My suggestion: Use a small number of keyboard shortcuts and only those that make life easier. Here is a comparison chart of shortcuts for use in Firefox, Google Chrome, IE, Opera and Safari. http://dmcritchie.mvps.org/firefox/keyboard.htm

## **End-Of-The-Year Cleanup Checklist for Windows**

Get Windows ready for 2017 with this easy-to-follow list of important steps to keep your PC running smoothly into the new year.

http://www.techrepublic.com/article/end-of-the-year-cleanup-checklist-for-windows/ #ftag=RSS56d97e7

## Photo Editing Apps You Can Get For Free

Downloadable photo editing tools have advanced way past MS Paint, and you really can do almost anything you could do in Photoshop–and sometimes more. The best part--Many of them are completely free.

http://www.digitaltrends.com/computing/best-free-photo-editing-software/

## What's Another Word For Dongle?

A website called The Outline sought to a find better name for the device known as the "dongle." The staff there came up with replacement names, and they narrowed the list down to three. Readers voted. The winner with 50 percent of the vote: dongle. Quoted from NPR.

## Never Lose Anything Again

TrackR Bravo can find it: http://tinyurl.com/z83n3c4

## What is the Smart Grid?

A key element that allows all of the emerging Smart Grid technologies to function together is the interactive relationship between the grid operators, utilities, and you. Computerized controls in your home and appliances can be set up to respond to signals from your energy provider to minimize their energy use at times when the power grid is under stress from high demand, or even to shift some of their power use to times when power is available at a lower cost.

https://www.smartgrid.gov/the\_smart\_grid/smart\_home.html

Generally, Xcel Energy's meters fall into one of three categories: automated, manual, or advanced. The vast majority of Xcel Energy meters are Automated Meter Reading (AMR) meters. AMR meters transmit meter readings back to us using radio frequency technology (RF). Some Xcel Energy customers have Manual Read meters, which require a meter reader to come to your home and physically record your usage on a monthly basis. Finally, about 23,000 Xcel Energy customers participating in our SmartGridCity® pilot project in Boulder, Colorado have Advanced Metering Infrastructure (AMI) meters installed in their homes. AMI meters generally fit into the most common definition of "smart meters" and communicate energy use electronically through either radio transmission or broadband over power line (BPL) and are equipped with two-way communications technology.

https://www.xcelenergy.com/billing\_and\_payment/understanding\_your\_bill/ smart\_meters,\_privacy,\_and\_radio\_frequency

## RCA Launches Four Tablets & Six Phones at CES 2017 & the Price Is Right

RCA, the classic audio company that turned its focus to consumer electronics, has announced a slew of new Android and Windows smartphones and tablets that promise to deliver pretty decent specs at a low price. http://www.digitaltrends.com/mobile/new-rca-tablets-phones-ces-2017/

## 24 Hour Battery Claims

LG unveiled its new line of Gram laptops at CES 2017, featuring extended battery life, faster charging, and a lightweight body. If they can live up to the hype, they could be great options for business travelers. LG's new Gram laptops feature their longest battery life yet, claiming to last nearly 24 hours on a single charge, the company announced at the Computer Electronics Show (CES) in Las Vegas this week. http://

www.techrepublic.com/article/will-lgs-new-gramlaptopslive-up-to-their-24-hour-battery-claims/#ftag=RSS56d97e7

#### 11ve-up-10-111e11-24-11001-battery-claims/#11ag=R5556a97e7

## How In-Home Voice Assistants Work

Whenever you make a voice request, Google Home and Alexa-enabled devices record or stream audio clips of what you say. Those files are sent to a server—the real brains of the operation—to process the audio and formulate a response. The recorded clips are associated to your user account, and that process is enabled by default. Is This Secure? Read complete article at:

https://www.wired.com/2016/12/alexa-and-google-record-your-voice/



# **Special Interest Groups (SIGs)**

Most SIGs will meet at Edina Executive Plaza, Conference Room #102, 5200 Willson Road, Edina, MN Confirm with a SIG group if they meet elsewhere. For more info contact the SIG Leader(s) listed here.

#### **Board of Directors\***

All members are welcome! Check www.tcpc.com for location. Selected Saturday mornings

#### Linux on Saturday

This is for the Linux newbie and those trying to come over from Microsoft to a different operating system. First Saturday @ 9 AM-Noon Note: No Meetings June-August

Jack Ungerleider	612/418-3494 c
	jack@jacku.com

#### **Tech Topics**

Technical presentation/discussion on various technical topics from the following areas:

- Web/Internet
- Mobile Devices and Apps
- Playing with Programming
- DIY (3D Printing, R-Pi, other hobby electronics, etc.)

#### Second Tuesday @ 6:00-7:00 PM Every month Right before the general meeting.

Jack Ungerleider 612/418-3494 c jack@jacku.com

#### Directions to Summit Place for General Meetings:

Proceed to Eden Prairie Center Flying Cloud Drive . [Flying Cloud Drive runs along the West side of the Eden Prairie Center.] Once you have driven past Eden Prairie Center (on the left) along Flying Cloud Drive you will come to a stop light at Prairie Center Drive. The next intersection with a stop light and left turn lane is Fountain Place. Turn left at Fountain Place and go straight into the parking lot. Turn left again to the first covered entry way of Summit Place. There is plenty of parking in the large parking lot in front of the first Summit Place covered entry way. When you enter the door at the first covered entry way, ask to be directed to the Performance Room for the TC/PC meeting. For a map of more detailed directions and *info on Web SIG and Board meeting*, check the TC/PC website.

#### **Microsoft Access**

All levels. Presentations by expert developers within the group and by MS reps. Third Saturday 9:00 AM—Noon Note: No Meetings June-August

Steve Kuhlmey 952/934-8492 skuhlmey@hotmail.com

#### **Microsoft Office**

Addresses the use, integration, and nuances of the Microsoft Office applications. Combined with Systems on Saturday Third Saturday of the Month 9:00 AM—Noon Note: No Meetings June-August

Steve Kuhlmey 952/934-8492 skuhlmey@hotmail.com Get SIG announcements! Link from <u>www.tcpc.com</u>

w Work phone h Home phone c Cell phone

\* Meets at an alternate location

Directions to Edina Executive Plaza for Systems on Saturday, Access, Word and Picture Perfect SIGs: Take Highway 100 to the 50th Street/Vernon exit. [If you have come from the north, cross back over Highway 100 to the east side.] Take the first right and go past Perkins [The golf course will be on your left.] and continue on the east frontage road (Willson Road) to the next building—5200. There is ample parking in the building's lot. Conference Room #102 is on 1st floor.

# Help yourself by helping others!

# Join the team & share your knowledge with others.

Contact TC/PC at <u>www.tcpc.com</u>

	SUN	Mon	TUES	WED	Тни	Fri	SAT
	1	2	3	4	5	6	7
ıry	8	9	10 Gen Mtg - Device PitStop 6PM Tech Topics	11	12	13	14 Linux on Saturday 9:00 - Noon
January	15	16	17	18	19	20	21 Microsoft Office on Saturday 9:00—Noon
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7 Gen Mtg—TBD 6PM Tech Topics	8	9	10	11 Linux on Sat- urday 9:00 - Noon
uary	12	13	14	15	16	17	18 Microsoft Office on Saturday 9:00—Noon
Februa	19	20	21	22	23	24	25
	26	27	28				

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. \*Meets at Edina Executive Plaza.

## All About Streaming

By Pam Holland, President & Instructor, TechMoxie, November 2016 issue, MoxieBytes, Pam (at) tech-moxie.com, <u>www.tech-moxie.com</u>

Looking to detox from election news or just looking for more interesting content? Streaming is a great way to be in control of the what, where and when of what you view.

#### What is 'streaming'?

It is easiest to start with traditional TV viewing. There are two options: Cable or a digital antenna to pick up VHF or UHF channels. Streaming, on the other hand, is done via the Internet - the same service that brings you email, google, and access to websites.

Why is it called streaming? Because it flows to our devices much like water streams through our pipes. Due to variations in the speed with which data comes over the internet, a little extra is stored ("buffered") as we watch so that we see a steady stream of video. Otherwise what we are watching would start and stop with annoying frequency. Plus, the content is not downloaded and stored on our devices - it streams through and out.

You can stream content simply by going to your computer. Go to PBS or YouTube on the web and click a video - this is streaming. But sitting in front of a computer isn't terribly cozy.

#### Streaming from a TV - what equipment do I need?

Streaming can be done from any device that has an internet connection. Your computer, a tablet or a smartphone can easily stream video content. TVs can stream video if they are internet enabled. ("Smart TVs" are internet-ready). Older (non-smart) TVs can easily be connected to the internet by attaching a relatively inexpensive device such as a Roku, Amazon Fire Stick, Google Chromecast or Apple TV (most available for under \$50). Roku device

Newer Smart TVs connect to the internet wirelessly over Wi-Fi, which is great if your TV isn't near your internet router. Older Smart TVs might need to be plugged into your cable modem - much like computers needed to be wired before Wi-Fi. If you have an older Smart TV, you might want to consider purchasing a Roku-type device which will allow you to connect the TV to the internet to wirelessly.

As Roku-type devices all connect to the internet wirelessly, you will need Wi-Fi. Newer modems include Wi-Fi capability. If you don't have a Wi-Fi modem, you can get one from your internet provider or an electronics store.

#### How to get content?

There are many sources for great streaming content. Some are free, but many involve a monthly subscription such as Netflix or Amazon Prime. We think it easiest to set up these accounts using a computer. Once your TV is set up for streaming, you can access your subscriptions by turning on your TV and Roku-type device or accessing the Smart TV functions. Roku, for example, will display a menu of available subscription services. Click on

the service you subscribe to (e.g., Netflix) and you will be prompted to enter your user name and password. (Happily, you do not need to enter these passwords each time you watch!)

If you have cable TV, consider subscriptions that will supplement what you have on cable such as Netflix and Amazon Prime. For those who don't have cable TV (or want to eliminate it), consider a subscription to SlingTV which offers packages starting at \$20 that include cable news, sports channels and other cable channels such as Comedy Central. Even HBO and Showtime can now be purchased a la carte via a monthly subscription.

One of the great advantages of these subscription services is that you can access them from any internet device. I often start watching a Netflix program on my computer and then continue later that evening from my TV. Netflix automatically saves where I left off.

#### What about "cutting the cord"?

Most of the cable companies bundle services (e.g., the Comcast's Triple Play) making your telephone and internet more expensive if you don't opt for the bundle. Cutting the cord is best for those who are willing to eliminate their telephone (landline) service as well. Doing a careful cost comparison is necessary. But, if you pay for premium content via cable, you might do better to stream that content rather than pay for expensive cable upgrade packages. One huge advantage of streaming is that subscriptions are month-to-month and therefore can be cancelled and restarted at any time.

#### Tracking and Third-Party Cookies By Melanie Birnbom, Editor, Century Village Computer Club, FL www.centuryvillagecomputerclub.com nbirnborn (at) yahoo.com

What are "tracking and third-party cookies?" Should I delete them? How can I prevent them from getting there in the first place? A cookie is a small bit of information a website saves on your computer when you visit. That's how sites remember your settings and preferences between visits.

For the most part, cookies are harmless. For example, news sites use them to tell which stories you read and suggest related or updated stories.

Ad companies buy space on dozens, hundreds or thousands of sites, which means they can see your traffic habits and learn your likes or dislikes. All of this happens independently of the site you're actually visiting.

For example: third-party cookies enough to guess that you're a **(insert gender here)** from the **(insert location here)**. That's why you probably see ads for attractions or restaurants in your area.

It gets worse. If you browse a vegetarian blog that the advertiser buys space on, ads for steakhouses on sites you visit after that can disappear and be replaced by ads for

vegetarian restaurants. The cookies could even track down allergies or food sensitivities you have and target those.

While you can delete the cookies, advertisers can hit you with them again if you don't change your browser's settings.

Each browser has a way to stop them:

#### Internet Explorer

Click the wrench in the top-right corner Internet Options Go to the Privacy tab Click "Advanced" Select "Override automatic cookie handling" Click Block under third-party cookies

#### **Microsoft Edge**

Click the three-dot (Hamburger) More Actions button on the top right Select "Settings" Click "View Advanced Settings" (you'll need to scroll down to the bottom of the page). Click the dropdown arrow under the "Cookies" field Select "Block Only Third Party Cookies"

#### Firefox

Options Privacy tab History Select Use Custom Settings for History where it says "Firefox will." Uncheck "Accept third-party cookies"

#### Chrome

Click... Three-lined (Hamburger) icon in the top-right corner of the window Show advanced settings Content settings in the Privacy menu Choose to block third-party cookies and site data.

#### Opera

Menu Tab Click Settings Cookies Select Block third-party cookies & site data 💻



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